
Helping Hands Community Project

March 31, 2024

Helping Hands Community Project

A Registered Charity in England and Wales No: 1188613

Annual Report and Financial Statements

For the Year ended 31 March 2024

Helping Hands Community Project

March 31, 2024

Contents	Page
Annual Report of the Chairman	3
Report of the Chief Executive	5
Trustees Annual Report and Accounts	7
Report of the Independent Examiner	10
Statement of Income and Expenditure	11
Balance Sheet	13
Notes Forming part of the Accounts	15

Annual Report of the Chairman

Our charitable purposes and activities are:

The Charity exists to provide practical support and care to those needing help within the communities of Kenilworth, Leamington Spa and Warwick. Helping Hands supports low-income individuals and families, victims of domestic abuse, local homeless and ex-offenders through our daytime and evening activities.

Helping Hands run a soup kitchen four nights a week, a breakfast club 5 mornings a week, a women's support group called Akiva, a men's support group called Daniels Rise, a charity shop and furniture project. In addition to providing these services to our clients, through the delivery of these services Helping Hands provides volunteering, work experience and qualifications opportunities for those we support as well as a daytime drop in for individuals to access any additional support.

We offer "A Hand up, not just a Hand-out".

Report on the year to March 2024 (and beyond where stated):

Helping Hands provides a unique service in our area. Clients need time, space and support to rebuild their lives from the challenges that bring them into contact with us. The befriending and professional support provided with care increases the positive engagement of clients to help them move forward. The team carry the burden of those relationships with dignity and professionalism. The Trustees want to thank all the staff for their steadfast dedication.

Helping Hands wishes to thank the people of Leamington Spa, Warwick and Kenilworth and some beyond who have responded to the needs of the vulnerable by supporting this charity so generously. We are seeking to use your donations to help the most vulnerable take the steps they need to move forward with their lives. As we look forward it is a task that will need more of our joint efforts.

Financial performance

The Charity ended the year to 31 March 2024 with a surplus of £50,748 on a turnover of £505,185. Turnover increased on 2023 by 36%, with the largest uplift due to National Lottery funds, supported by an increase in other grant income; internally organised fundraising events; a 21% increase in donations from community organisations and a smaller 10% increase in individual giving donations.

March 31, 2024

Outlook

The Trustees continually monitor the impact of external factors such as the cost of living crisis on the Charity's future operations both in terms of operations and financial stability and liquidity. The fact that the Charity has no debt and has been able to secure additional forms of income, including the recent National Lottery grant is important. Support for our activities remains strong as the community recognises the importance of the work that is carried out.



Charles Wager
Chair of Trustees

Update from The Trustees

Helping Hands Community Project provides a safe space, listening ear and practical support to vulnerable people in the local area, including those experiencing issues with homelessness, domestic abuse, addiction, offending, isolation, poverty and mental health.

Our mission is to empower everyone who comes to us to realise their full potential and prepare for a brighter future by offering a range of support services and opportunities, all designed to offer 'a hand up, not just a hand out'. We believe that everyone has a purpose, and that everyone matters.

As with all our services, our aim is to create a warm, welcoming and non-judgmental space for our clients, so they feel comfortable receiving the right support that meets their needs, which could be mental, emotional, social, environmental, vocational, educational, financial or spiritual.

We often find that new clients initially come to us for support with their physical needs, whether that be a warm and nourishing meal at one of our soup kitchens, or sourcing furniture and white goods through our House to Home project. These services provide a vital gateway into the charity, enabling us to establish a trusted connection with new clients so that we can carry out a needs assessment to further understand what other areas in their life they may be struggling with, and to see what additional wrap around support we can offer.

At Helping Hands, we recognize that everyone is different which is why we are always looking for opportunities to enhance our support offering to suit individuals' needs, while complementing other existing charities and services locally.

Soup kitchen (evenings and breakfast)

Our soup kitchens operate throughout the week, offering two meals a day Monday to Thursday and then breakfast on a Friday.

Breakfast club was a new addition to our soup kitchen provision last year, which we initially facilitated once a week, but this year, owing to popular demand, we have increased this to five mornings a week. These extra provisions have ensured we have been able to provide a consistent service, but also increased the contact time between our clients and support workers, who have been able to more regularly check individuals to see how best we can support them.

Across the year, we saw an average of 19 clients at each breakfast session, with 324 individual clients attending, and a total of 3,865 meals being served.

Our evening soup kitchen had an average of 31 clients attend each session, with 410 individual clients attending over the year, and a total of 5,083 meals being served.

March 31, 2024

Both soup kitchens remain critical and core services, particularly as they are often the first point of contact we have with new clients. Through engaging with them at soup kitchen, we can build trusting relationships to better understand their needs and encourage them to engage with the other support services we have available, including our support groups.

Thanks to an amazing team of committed volunteers and regular food donations from local businesses such as Aubrey Allen, Hinton's Nursery and Greggs, local faith groups including the Hindu and Sikh temples, along with the wider community, we are able to provide a consistent and regular service offering nourishing meals, five days a week, 51 weeks a year.

This year, we provided around 510 hours of soup kitchen time for our clients with an average of six volunteers attending our evening soup kitchens and two attending our breakfast sessions, which equates to 5,301 hours of volunteer time across the year.

'Soup kitchen takeovers' have become popular corporate social responsibility initiatives with local businesses whereby they will fund and volunteer at one of our soup kitchens. Not only does this form part of our fundraising strategy, generating funds for the charity, but it raises awareness of the challenges faced by our clients, while enabling local people to give something back to their community. The takeovers are always well received, with many corporate teams either coming back or finding other ways to support the charity, for which we are very grateful, and delighted to see the wider Helping Hands 'family' continue to grow while making such a huge difference to our work.

House to Home Project

Our House to Home project sources and delivers furniture, homeware and white goods to individuals and families who are trying to build a new life, and a home. Thanks to the generosity of the local community and an amazing team of volunteers, we are able to collect and deliver items, all of which continue to be stored in our warehouse up at Stoneleigh.

Referrals for this service come in from a range of sources including the council, partner agencies such as P3, Citizens Advice Bureau, the adult social care team and the family information service. We also accept and receive self-referrals or those from friends/family of someone in need.

Last year we reported that we had to reduce this service owing to funding and resource constraints but were able to get the service back up and running following a generous donation from someone who had previously referred clients into this service, and saw the impact this project has. This service continues to run and we have completed the necessary improvements and repairs to our warehouse to ensure it is fit for purpose, while having a member

Helping Hands Community Project

March 31, 2024

of the team dedicated to coordinating this project, so that we are able to offer a regular and reliable service.

The number of referrals for this service has continued to increase, with more new referrals received this year compared to 92 the previous year.

Akeeva and Daniel's Rise support groups (formerly known as Esther Project and Elijah's Rest)

Led by qualified and dedicated men's and women's support workers, and supported by volunteers, these separate support groups seek to offer company, comfort and practical help to vulnerable men and women who may be facing issues with homelessness, addiction, mental health, isolation and offending. The women's group also supports those who have experienced domestic abuse.

The projects are about connection and cultivating a strong sense of belonging so that all who join, are warmly welcomed into the Helping Hands community and feel a valued part of it. It is a safe space for them to talk, share, rest, and build connections in a trusted and confidential environment, with no pressure or expectation.

Akeeva women's group had an average of 11 women attend each session, with 68 individual women attending and a total of 419 attendances across the year.

Daniel's Rise men's group had a regular attendance of around 16 clients, with a total of 710 attendances across the year which was made up of 122 individual clients.

With both groups, the male and female support workers also meet with clients one-to-one to further understand and assess an individual's needs, so that they can develop tailored care plans that meet their needs.

We offer a range of services to the men and women who attend each group to help them prepare for brighter futures, including counselling, volunteering opportunities, qualifications, peer support, skills learning, activity workshops and day trips.

Through these groups, we hope to see the men and women not only establish meaningful friendships and connections, but feel supported to prepare for brighter futures, which may include having the confidence to get back into employment, feeling less isolated, seeing an improvement in their mental health, struggling less with addiction or securing stable housing.

Lighthouse Charity Shop

The Lighthouse forms part of our 'hand up' offering and is a place where our clients can build their confidence and self-esteem to get back into employment. Through volunteering, our clients are also able to work towards qualifications

March 31, 2024

including NVQs in retail and customer service. This year we had four clients volunteering in the shop, and of those, two have been accredited with a qualification in retail.

The shop, which is run by three paid members of staff and supported by a team of volunteers, is also a popular hub within the community where people can drop off donations, buy items for sale and find out more about Helping Hands' plight to support vulnerable members of our community.

Esther House

This year we expanded our support offering by piloting a house for vulnerable women. The house is a safe, trauma informed living space for up to seven women at any one time. It is a home for women who are either homeless, or at risk of being homelessness and need extra support to prepare for a brighter future, before moving on to live independently. This year we had a total of 11 women residing in the house, all receiving dedicated 1:1 support and counselling. The house is now under new management and being run by separate community interest company, The Esther Project.

Catering Van/Kitchen

Our catering van has been used to serve food and drinks at our soup kitchens and also some of our fundraising events, including a Paddle Board event we held for volunteers and donors. It also forms part of our 'hand up' offering, helping clients learn new skills and hospitality. Thanks to support from local business Farmers Fayre, two have this year achieved their Level 1 accreditation in Barista Training. Our vision is to build on this, offering our clients more volunteering opportunities, which sees them get out and about in the community, serving food and hot drinks with our regular volunteers, to help build their confidence and further support them back into employment.

March 31, 2024

Fundraising

Grant funding

Grant funding continues to be a key income stream for the charity, thanks to the work of our experienced grant fundraiser and the relevance of our services to a wide range of charitable Trusts and Foundations. We have received a mix of awards, covering everything from salaries to core services and designated projects. Our clients continue to benefit hugely from this revenue source and given the increasingly competitive nature of the grants landscape, our staff are committed to improving data systems so that we can report effectively on the programmes we run.

We are very grateful to the following grant providers for their support to Helping Hands this year:

Police Crime Commissioner (ESTHER mentoring project)
WPH Charity (counselling)
Rank Foundation
Tesco - Groundwork UK
Albert Hunt Trust
The Batchworth Trust (unsolicited)
Donor-Advised Fund: Bestclan Recommended by: Mr Graham Best & Mrs Deirdre Bes
29th May 1961 Charitable Trust
WCC HSF Fund (breakfasts and soup kitchen)
Royal Warrant (ESTHER house)
Sainsbury
Fine and Country
WCCouncillor Fund- Chilvers
WCCouncillor Fund- Roberts
Archer Trust
Lord Lieutenants Fund (unsolicited) - Heart of England
Coventry Building Society, Southam
Claverdon Fields (unsolicited)

Corporate Giving

We have been tightly focused on increasing our appeal to corporate givers and more widely promoting the benefits of corporate volunteering at our Breakfast and Soup Kitchen services.

The relationships we are building and stewarding are critical to the financial health of the charity, and it was wonderful to see how much these important partnerships contributed to the success of our Sleep Out event in February and our Gala dinner in March. We are also grateful to local businesses who provide us with essential gifts in kind, such as food deliveries, cleaning products and skills support.

March 31, 2024

Our successful Shoebox Appeal which runs from Nov-Dec every year, delivered over 500 shoeboxes to local families in need, thanks to wonderful support from our corporate and community partners.

Community giving

Since our foundation, the support we receive from community organisations, has remained the lifeblood of the charity. Often, the churches, schools and other local interest groups who give their time and money choose not to restrict their support to specific projects, providing us with a regular source of flexible income. We are also grateful for the many donations of gifts in kind we receive to our meal services, especially around harvest time.

Individual and Regular Giving

Gifts from individuals, whether once-off or regular, continue to be an area of income generation for the charity. Our number of regular givers increased, but we recognise there is still much more we can do to bring local supporters into the Helping Hands family.

The most effective way to do this, is to invite prospective regular givers into the charity to hear first hand about the benefits of our services to the vulnerable people we support. Offering more of these face-to-face information events will remain a key part of our donor cultivation strategy going forwards.

We also know that effective stewarding of givers, making sure that they are properly thanked and regularly updated on programme developments and successes, is crucial. Improving the donor journey for givers is also an important part of preparing ourselves to launch a dedicated legacy campaign in the future.

Helping Hands Community Project

March 31, 2024

The Trustees present the annual report and accounts of the Charity for the period ended 31 March 2024.

Reference and Administrative Information

Charity Name: Helping Hands Community Project

Charity Registration number: 1188613

Registered Office: 9a Althorpe Street
Royal Leamington Spa
Warwickshire
CV31 2AU

Bankers: Unity Trust Bank
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Structure, Governance and Management

Trustees

The following Trustees held office during the year and up to the date of signing the financial statements:

Julie Day – appointed 20 July 2022

Charles Wager - appointed 7 September 2022

Lucy Kelly – appointed 7 September 2022

John Hutchinson – appointed 7 September 2022

The Board of Trustees meets at least six times per year.

The Governing Document is Helping Hands Community Project Constitution.

Financial Review

The Statement of Income and Expenditure shows a surplus of £50,487, which has been taken to reserves.

March 31, 2024

Reserves Policy

The Board of Trustees aim to maintain general reserves in unrestricted funds of six months expenditure based on the previous financial year and the proposed budget for the next financial year. This would include anticipated income, future funding and expenditure to which the charity is committed. The reserves are currently at £222,537 which is above our reserves policy of six months expenditure.

Serious Incidents Reporting

The Charity Commission requires that a charity should report any serious incidents (Ones that have resulted or could result in significant loss of funds or a significant risk to a charity's property, work, beneficiaries or Reputation).

Statement of Disclosure of Information to the Independent Examiner

The Trustees are responsible for preparing an annual report and financial statements for each financial year, in accordance with the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2005. The financial statements are required to give a true and fair view of the state of affairs of the charity and of the results of the charity for that period.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the financial information included on the charity's website.

The Trustees who were in office on the date of approval of these financial statements have confirmed, as far as they are aware, that there is no relevant information of which the independent examiner is unaware. Each Trustee has confirmed that they have taken all the steps that they ought to have taken as Trustees in order to make themselves aware of any relevant audit information and to establish that it has been communicated to the independent examiner.

Approved by the Board of Trustees and signed on its behalf by



Charles Wager
29 January 2025

March 31, 2024

Independent Examiner's report to the Trustees of Helping Hands Community Project ('the Project')

I report to the Charity Trustees on my examination of the accounts of the Project for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees of the Project you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (The Act).

I report in respect of my examination of your charity's accounts as carried out under section 145 of the Act. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) Of the 2011 Act.

Independent Examiner's Statement.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- to keep accounting records in accordance with section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Stuart Grosvenor FCCA

Harrison Beale & Owen Limited
Chartered Accountants
Highdown House
11 Highdown Road
Leamington Spa
Warwickshire
CV31 1XT

29 January 2025

Helping Hands Community Project

March 31, 2024

Statement Of Financial Activities

	Unrestricted funds £	Restricted income funds £	2024 Total funds £	2023 Total funds £
Incoming resources				
Income and endowments from:				
Donations and legacies	101,336	24,903	126,239	146,030
Grants	71,802	58,416	130,218	78,560
National Lottery Main Grant	0	72,544	72,544	36,195
Gift Aid	9,647	0	9,647	11,162
Fundraising activities	44,835	237	45,072	33,409
Other trading activities - Shop sales	58,949	0	58,949	52,222
Other	8,966	53,550	62,516	12,795
Total	295,535	209,650	505,185	370,374
Resources expended				
Expenditure on:				
Salaries, employers' NI and pensions	107,033	122,024	229,057	164,124
Staff training / wellbeing	5,996	69	6,065	6,058
Consulting / fundraising	29,175	0	29,175	15,000
Insurance	2,921	0	2,921	2,164
Client Support	0	35,707	35,707	26,600
Rent and Rates	10,164	41,785	51,949	27,604
Light, heat and power	14,957	14,173	29,130	18,134
Repairs and renewals	5,236	16,905	22,141	15,841
Motor costs	3,000	3,297	6,297	5,799
Depreciation	1,649	7,369	9,018	10,267
Advertising	2,067	0	2,067	2,762
IT	14,568	189	14,757	13,514
Other	11,066	5,087	16,153	21,216
Total	207,832	246,605	454,437	324,083

Helping Hands Community Project

March 31, 2024

Net income/(expenditure) before investment gains/(losses)	87,703	(36,955)	50,748	41,291
Net gains/(losses) on investments	-	-	-	-
Net income/(expenditure) Extraordinary items	87,703	(36,955)	50,748	41,291
Transfers between funds	-	-	-	-
Other recognised gains/(losses):				
Gains and losses on revaluation of fixed assets for the charity's own use	-	-	-	-
Other gains/(losses)	-	-	-	-
Net movement in funds	87,703	(36,955)	50,748	41,291
Reconciliation of funds:				
Total funds brought forward	130,975	40,814	171,789	130,498
Total funds carried forward	218,678	3,859	222,537	171,789

Helping Hands Community Project

March 31, 2024

Balance Sheet as at 31 March 2024

	2024 Unrestricted funds £	2024 Restricted funds £	Total 2024 £	Total 2023 £
Fixed assets				
Intangible assets	-	-	-	-
Tangible assets	6,777	-	6,777	15,795
Total fixed assets	6,777	-	6,777	15,795
Current assets				
Debtors	7,876		7,876	6,244
Cash at bank and in hand	248,568	3,859	252,427	255,136
Prepayments	3,015		3,015	-
Total current assets	259,459	3,859	263,318	261,380
Creditors: amounts falling due within one year	47,558	-	47,558	100,544
Net current assets/(liabilities)	211,901	3,859	215,760	160,836
Total assets less current liabilities	218,678	3,859	222,537	176,631
Creditors: amounts falling due after one year	-	-	-	4,842
Provisions for liabilities	-	-	-	-
Total net assets or liabilities	218,678	3,859	222,537	171,789
Funds of the Charity				
Unrestricted funds	218,678		171,789	130,975
Restricted Funds		3,859	50,748	40,814
Total funds	218,678	3,859	222,537	171,789

Approved by the board on 29 January 2025 and signed on its behalf by



Charles Wager

Notes to the Financial Statements for the period ended 31 March 2024

Accounting Policies

The principal accounting policies are summarized below. The accounting policies have been applied consistently throughout the year and the preceding year.

Basis of accounting

The financial statements have been prepared under the historical cost convention and in compliance with the Charities Act 2011 and the Charities Statement of Recommended Practice (FRS102).

Fund Accounting

Where funds held are unrestricted, they are available for use at the discretion of the trustees in furtherance of the objectives of the Charity.

Incoming Resources

Recognition of incoming resources- these are included in the Statement of Income and Expenditure when the charity becomes entitled to the resources and the trustees are certain they will receive the resources and the amount can be quantified with certainty.

Grants and donations - Voluntary income is received by way of grants and donations and gifts and is included in the statement of income and expenditure when they are received. Grants are only included in the statements when the charity has unconditional entitlement to the resources.

Trading Income

The charity trades from its charity shop. All income and expenditure from that trade is included in the statements.

Helping Hands Community Project

March 31, 2024

Wages and Salaries

No Charity Trustee was paid or received any other benefits from the Charity. Total Employment benefits including pension contributions for staff were £229,057 (2023 - £164,124). No employee received benefits in excess of £60,000.

The average number of employees during the year was 11 measured as Full Time Equivalent (10 - 2023)

Fixed Assets.

Assets under £500 are not capitalized. Fixed assets above that value are capitalized and stated at cost less accumulated depreciation. Depreciation is charged on a yearly basis from the point of operation.

Cash at Bank

	2024	2023
	£	£
Bank Accounts	252,427	252,662
Petty Cash & Other	-	2,474
Total	252,427	255,136

Taxation

The Charity is exempt from tax on its income under the relevant provisions of the Corporation Tax Act 2010 to the extent that its income is applied for its charitable purposes. No taxation charge has arisen in the Charity.

Helping Hands Community Project

March 31, 2024

Tangible Fixed Assets

	Motor Vehicles	Catering Equipment	Computer Equipment	Total
			£	£
Cost				
As at 1 April 2023	29,850	9,975	6,594	44,970
Additions	-	-	-	-
Disposals	-	-	-	-
Cost at 31 March 2024	29,850	9,975	6,594	44,970
Depreciation				
As at 1 April 2023	21,725	5,403	3,497	26,935
Charge for the year	4,875	2,494	1,648	9,017
Disposals	-	-	-	-
Depreciation at 31 March 2024	26,600	7,897	5,145	39,642
Net Book Value at 31 March 2023	8,125	4,572	3,097	15,794
Net Book Value at 31 March 2024	3,250	2,078	1,449	6,777

Helping Hands Community Project

March 31, 2024

Creditors amounts falling due within one year

	2024	2023
	£	£
Company credit card	2,895	2,997
Trade creditors	6,033	4,557
Grant income received in advance	33,740	92,990
PAYE / NI	4,890	-
Total	47,558	100,544

Included in grant income received in advance is £28,765 which relates to cash received but not yet spent and £4975 unspent grant to be repaid to the funder.